HRMS Organizational Management
Undelimit Organizational Unit

Organizational Management Processor uses this procedure to undelimit an organizational unit when it was inadvertently delimited, using transaction code PO10.
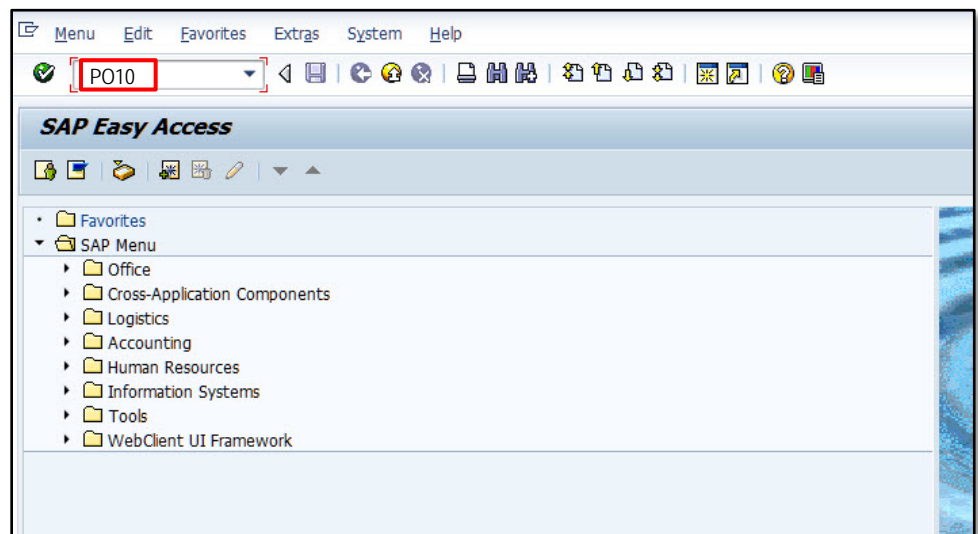
IMPORTANT–PLEASE READ!!

- If the Organizational Unit was delimited years ago, use the procedure *Create Organizational Unit*.
- **Always** start with the *Object* infotype when undelimiting an object.
- Make sure all infotypes with a green checkmark are updated.

1. Enter transaction code **"PO10"** in the Command field and press **Enter**,

OR

Follow the menu tree: *Human Resources→ Organizational Management→ Expert Mode→ Organizational Unit.*
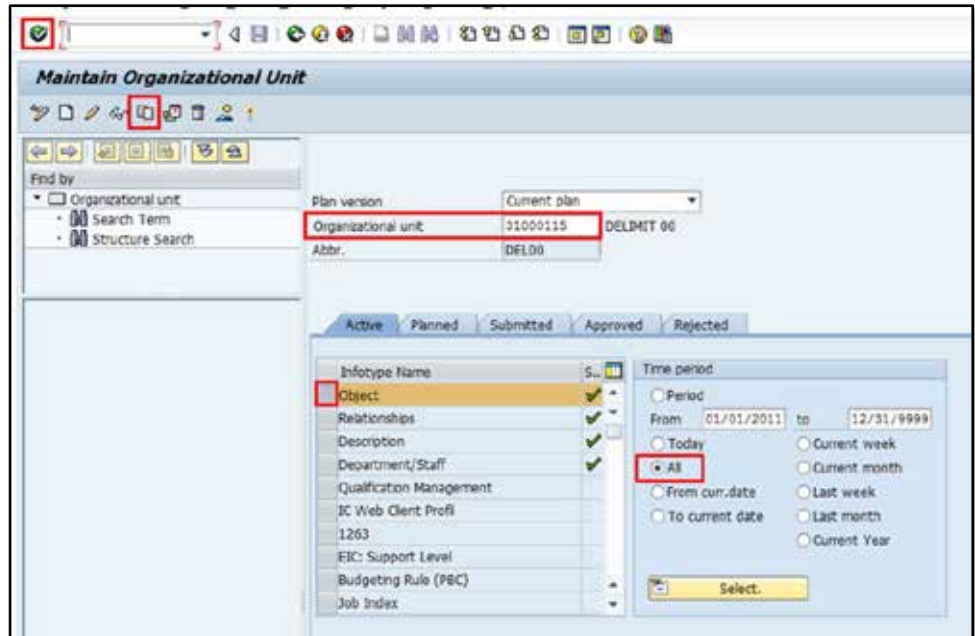
2. Enter the number of the **Organizational unit** you wish to undelimit.

3. Click ✅ **Enter**.

4. In the *Time Period* section, select **All**.

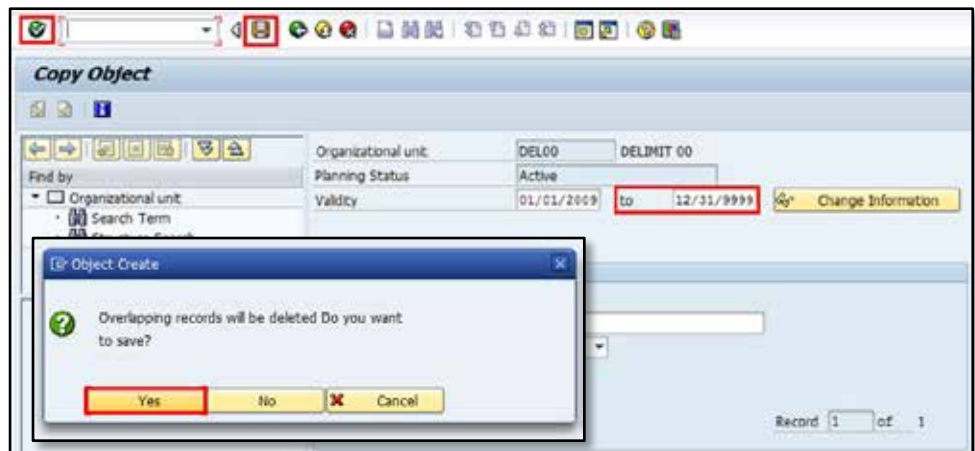**5.** Click the box to the left of infotype **Object**.

6. Click ▣ **Copy**.

7. Verify that the **to** field contains *12/31/9999*.
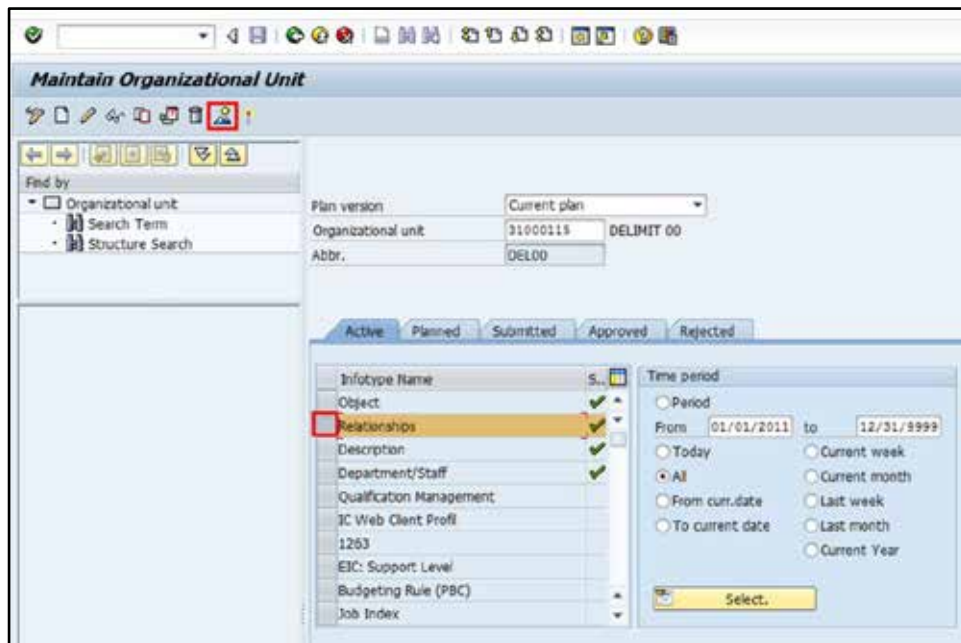
8. Click ✅ **Enter**.

9. Click 💾 **Save**.

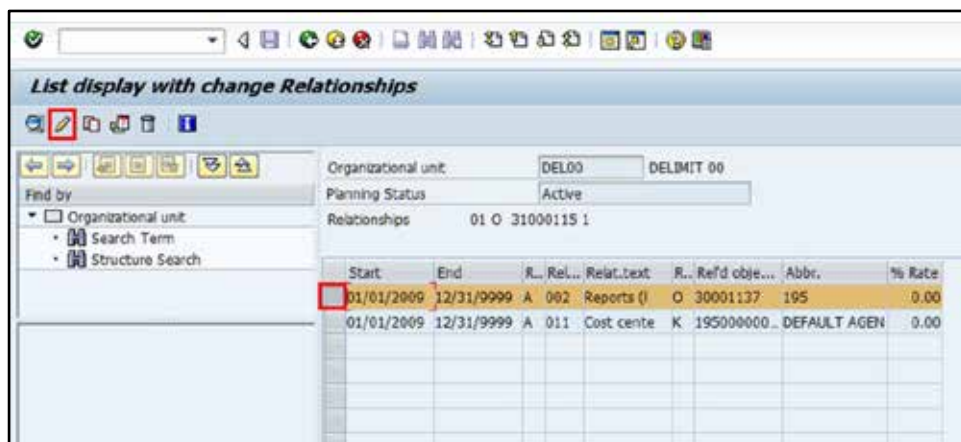**10.** Click **Yes** on the *Object Create* box.

11. Click the box to the left of the **Relationships** infotype.

12. Click [icon] **Overview**.

13. Click the box to the left of the relationship containing **Reports**.
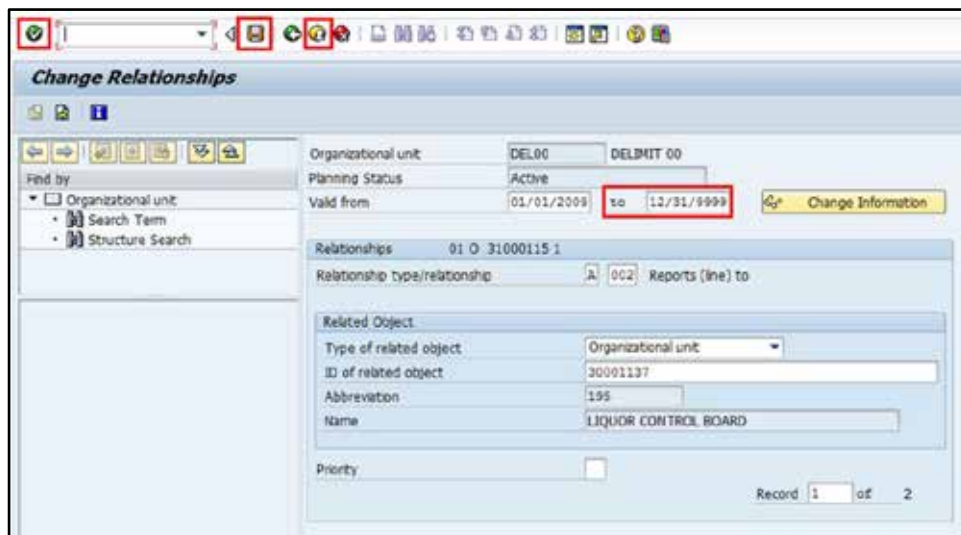
14. Click [icon] **Change**.

15. Verify that the **to** field contains *12/31/9999*.

16. Click [icon] **Enter**.

17. Click [icon] **Save**.

Repeat steps 13-17 for remaining relationships that should be undelimited.

18. Click [icon] **Exit**.

19. Click the box to the left of infotype **Description**.

20. Click ✏️ **Change**.
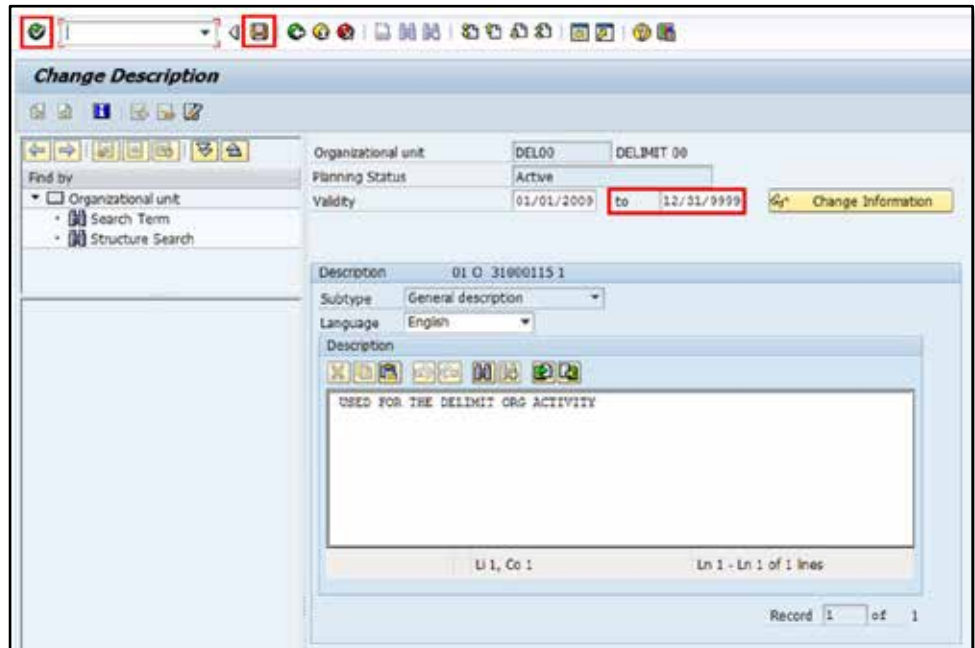
21. Verify that the **to** field contains *12/31/9999*.

22. Click ✅ **Enter**.

23. Click 💾 **Save**.

24. Click the box to the left of infotype **Department/Staff**.

25. Click ✏ **Change**.

26. Verify that the box to the left of **Department** is checked.

27. Verify that the **to** field contains 12/31/9999.

28. Click ✅ **Enter**.

29. Click 💾 **Save**.

This completes the transaction to Undelimit an Organizational Unit.